

Guide to Supporting Services

July 1997

U.S. DEPARTMENT OF COMMERCE

TECHNOLOGY ADMINISTRATION

National Institute of
Standards and Technology

Gaithersburg, Maryland 20899-0001

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
ACADEMIC LIAISON	Liaison and Cooperative Activities with Colleges and Universities. NRC Postdoctoral Research Associateship.	Dr. J. Hsia 109 Admin-A515 Ms. Brooks 109 Admin-A505	3067 Admin-A505 3071 Admin-A505
ADDRESS IMAGING -Mailing Lists -Electronic Submission of Mailing Lists	Address imaging for mailing and distribution lists. Submit Form NIST-223 and Data. Labels in quantities of 200 or greater can be addressed. (Contact P&D for information on format for submission of data.) Ref: Admin Bulletin 93-11, Attachment 2 Contact P&D for information on submitting mailing and distribution lists electronically. Ref: Admin Manual 2.01, Appendix B	Addressing 353 Admin-B36 Addressing 353 Admin-B36	2635 Admin-B36 2635 Admin-B36
ADMINISTRATIVE CALENDAR	Administrative Calendar* is attached to the Technical Calendar. Issued each Friday. Deadline - Noon on Wednesday. * http://nvl.nist.gov/pub/nistpubs/calendars Ref: Admin Manual 4.01	Miss Roberson 322 TB415-118	4074 TB415-118 gwenda.roberson@nist.gov
ADVERTISING	Guidance in use of NIST name in company advertisements and advertising by NIST; also use of Malcolm Baldrige National Quality Award logo.	Mr. Heyman 346 Admin-A903	2758 Admin-A903
AFFIRMATIVE EMPLOYMENT	Provide statistical data and information on NIST's workforce by race, nationality, sex or disability.	Mrs. Snipes 103 NN-664	2041 NN-664
AIR CONDITIONING	See Plant Services.		
ALUMNI ASSOCIATION	See Standards Employees Alumni Association.		
AMBULANCE SERVICE	For ambulance service call 2222 .	353 Emergency Line	2222

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
AUDIO-VISUAL -Consulting	Clearance, planning and production of audio-visual programs (multi-media slide shows, videotapes, 16mm films, etc.) and exhibits for general and technical audiences. In addition, clearance of all audio-visual equipment purchases for production use . Also data gathering activities involving high speed photography and computer animation; specialized equipment for recording data on videotape; 35mm slide overview resource book of NIST available for loan to staff. Conference Facilities Office will advise on the purchase and usage of audio-visual and video equipment.	Mr. Meininger 346 Admin-A927 Mr. Halmat 353 Admin-B114	2761 Admin-A903 3316 Admin-B114
BANK -Signet Bank -Liaison	Hours: 9:00 a.m. - 2:00 p.m. Daily	Mrs. Pickrell 353 Admin-A28 Mrs. Carscadden 353 Admin-A215	2999 Admin-A28 3301 Admin-A215 susan.carscadden@nist.gov
BARBER SHOP	Appointments may be made. Hours: 7:30 a.m. - 5:00 p.m. Monday-Friday	353 Admin-C31	3311 Admin-C31
BEAUTY SHOP	Beauty Shop services also available. Hours: 7:30 a.m. - 5:00 p.m. Monday-Friday Lenna: Thursday & Friday Kim: Monday, Tuesday & Wednesday Manicurist service also available Wednesday and Friday	353 Admin-C31 353 Admin-C31	3312 Admin-C31 3312 Admin-C31
BLIND STANDS	Hours: 6:30 a.m. - 4:30 p.m. Daily Myrt's Too Myrt's Chemistry Canteen	Mrs. Kemp 353 Admin-A07 Mrs. Kemp 353 Chem-A167	3314 Admin-A07 3318 Chem-A167

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
BLOOD DONATIONS	Red Cross Bloodmobile visits NIST approximately 4 times a year. Call FSD if blood replacement credits are needed.	Mrs. Pepple 353 Admin-A215	3303 Admin-A215 braide.pepple@nist.gov
BONDS, U.S. -Annual Campaign	Submit SBD-2003 to the Personnel Office to initiate payroll deductions or to make a change. Bonds are mailed by the U.S. Treasury Department. Replacement of lost bonds. Facilities Services Division - Information regarding rates, replacement, etc., are available.	Personnel Assistant 355 Admin-A123 FSD 353 Admin-A215	Admin-A123 3301 Admin-A215
BROCHURES, FLYERS	See publications, General.		
BUDGET	Formulation and justification of the NIST budget and development or recommendations on the allocation of resources. Review and analysis of the use of NIST resources within allocations. Management of overhead and ceilings for positions, outlays and travel.	Budget Analyst 510 Admin-A1026	2672 or 2673 Admin-A1026
BUILDING -Alterations & Improvements -Names & Numbers	See Plant Services. See Plant Services.		
BULLETIN BOARDS	Official boards may be posted only by appointed persons. Send 23 copies to Admin-A215. Personal items for rides, etc., may be posted on boards in SEBA Service Center, Admin-A46. Standard bulletin boards for divisions' use are in the Storeroom. Ref: Admin Manual 2.01	Mrs. Pepple 353 Admin-A215	3301 Admin-A215 braide.pepple@nist.gov
BULLETINS	See Directives.		
BUSINESS AFFAIRS	Outreach and liaison with trade associations and business VIPs.	Mr. Heyman 346 Admin-A903	2758 Admin-A903

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
CAFETERIAS -Liaison (NIST)	Administration Building Hours: 7:30 a.m. - 2:45 p.m. Supply & Plant Building Hours: 6:30 a.m. - 2:30 p.m.	Mrs. Palmer 353 Mrs. Palmer 353 Mrs. Carscadden 353 Admin-A215	73312 5907 3301 Admin-A215 susan.carscadden@nist.gov
CALIBRATION -Cost Centers & Charges -Calibration Services -for Non U.S. Users -Records & Information	Consultation on establishing and financing cost centers, and on setting fees. Policy, coordination, etc. Other agency clearances, etc. Test Admin. unit maintains records and information on current and past work for customers, fee information, test folders, etc.	Budget Analyst 510 Admin-A1026 Ms. Dittman 233 NN-235 Dr. Carpenter 109 Admin-A513 Mrs. Geraci 233 NN-303	2669 Admin-A1026 2005 NN-232 4119 Admin-A505 2004 NN-232
CARPET CLEANING	By phone request or special request. No charge. Ref: Admin Manual 2.11	Janitorial Services 353 Shops-107	5920 Shops-107
CAR POOLS	Computerized information available. See Form NIST-1288 or call x3301.	Mrs. Hurt 353 Admin-A215	4302 Admin-A215 rhonda.hurt@nist.gov
CATALOGUES -NIST Storeroom	The Storeroom catalog will be available on the ADMIN Homepage in the near future. Ref: Admin Manual 2.04	Ms. Haegele/ Mr. Bettis 357 S&P-B149	6355/6361 S&P-B149

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
CATALOGUES (Continued) -Shops -Supply Reference	Reference library of available machinery, apparatus and accessories. Federal Supply Schedules information and contractors' catalogs available.	Shops-139 357 S&P-B125	6520 Shops-139 6343 S&P-B158
CERTIFICATION SYSTEMS INFO.	See Standards Reference Collection.		
CHARGE PLATES	Used for withdrawing materials from NIST Storerooms. May be obtained by sending one copy of NIST-165, properly signed and completed to: Ref: Admin Manual 2.04	Ms. Lopez 357 S&P-B149	6362 S&P-B149
CHARITIES	Limited to one authorized drive per year.	FSD 353 Admin-A215	3301 Admin-A215
CHILD CARE	The NIST Child Care Center is available for children of workers on the NIST Gaithersburg site. The center is open from 6:45 a.m. to 6 p.m. on all federal work days. www-i.nist.gov/cc/ *Child Care Center Board of Directors	Mrs. Phelps Bowman House Ms. Brady 879 NN-572	975-2152 Bowman House nistchild@micf.nist.gov 4094 NN-562 mary.brady@nist.gov
CLASSIFIED DOCUMENTS	See Security Office.		
CLEANING -Grounds -Janitorial	Institute grounds, roads, sidewalks, etc., are cleaned by Plant Division. Call Service Desk. Rest rooms cleaned daily. Waste baskets emptied daily. Offices & labs cleaned bi-weekly. Ref: Admin Manual 2.11	Plant Services 351 S&P-A132 Janitorial Services 353 Shops-107	6928 S&P-A132 5920 Shops-107

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
CLEANING (Continued) -Special	Special cleaning for visitors, meetings, after alterations, etc., by request when feasible. Ref: Admin Manual 2.11 Also see Snow Removal & Window Washing.	Janitorial Services 353 Shops-107	5920 Shops-107
CLEARANCE, SECURITY	See Security Office.		
CLOCKS	All clocks are self adjusting every 12 hours. If a clock or series of clocks fail(s) to adjust in this time, call Plant Services.	Plant Services 351 S&P-A132	6928 S&P-A132
COATINGS -Metallic	Electroless nickel, gold, silver, copper on conducting and nonconducting surfaces.	Mr. Johnson 855 Poly-B158	6409 Poly-B166
COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM (CAMS)	New or enhanced automated Financial Management systems for procurement, travel, personal property, real property, grants, bankcards, and time and attendance.	Mr. Stogsdill Admin-A719	2179 Admin-A719
COMMUNITY LIAISON	Primary contact with community groups and local governments; liaison with suburban Maryland. High Technology Council.	Mr. Heyman 346 Admin-A903	2758 Admin-A903
COMPUTER ACQUISITION	See ADP Clearance and Liaison.		
COMPUTER GENERATED ANIMATION -16 mm film and videotape	See Audio-Visual.	Mr. Meininger 346 Admin-A205	2761 Admin-A903
COMPUTER NETWORKS	Local and wide area computer networks for host computer access and for electronic mail, file transfer, and remote logon. Connections, consulting, hardware, and software available from High Performance Systems & Services Division. http://www-i.nist.gov/it_services/its_index.html Rolm data connections and trouble calls	Mr. Loveland 895 Admin-B03	3320 Admin-B03 larry.loveland@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
COMPUTER NETWORKS (Continued)	Electronic Mail - General Information	Mr. Crosson 896 Tech-A149	3823 Tech-B217 robert.crosson@nist.gov
	Obtaining Electronic Mail Accounts	Mrs. Massengill 896 Tech-A131	3822 Tech-B217 rose.massengill@nist.gov
		Mr. Coleman 896 Radio(1) Rm.	5672 (Boulder) MC 896.01 sean.coleman@nist.gov
	PEPNET connections and trouble calls	Mr. Sell 895 Tech-A160	5465 Tech-A151 sean@nist.gov
	NISTnet trouble calls	Mrs. McBrien 895 Tech-A158	3391 Tech-A151 dawn.mcbrrien@nist.gov
	External networks host and external network systems accounts	Mrs. Massengill 896 Tech-A131	3822 Tech-B217 rose.massengill@nist.gov
	Internet and other network consulting	Mr. Antonishek 895 Tech-A153	5895 Tech-A151 john.antonishek@nist.gov
	PC/TCP+ Communications Software	Ms. Ott 896 Tech-B217	4046 Tech-B207 donna.ott@nist.gov
	Questions about network services	Mr. Antonishek 895 Tech-A153	5895 Tech-A151 john.antonishek@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
COMPUTER NETWORKS (Continued)	USENET Special Telecommunications services, including FTS2000	Mr. Tice 896 Tech-A154 Mr. Loveland 895 Admin-B03	2942 Tech-B217 kenneth.tice@nist.gov 3320 Admin-B03 larry.loveland@nist.gov
COMPUTER SECURITY	Advice on Security for NIST computer systems. (http://www-i.nist.gov/it_services/its_index.html)	Mr. Raybold 890 NN-637	3834 NN-614 robert.raybold@nist.gov
COMPUTER SERVICES -Scientific Computing	The Scientific Computing Facility (SCF) is operated and managed by the High Performance Systems & Services Division in Gaithersburg, and is available to all members of the NIST scientific staff. Several Unix-based, high performance computer systems are available and upgraded regularly. Associated peripheral services include disk and tape storage, graphical output on film and other media, and laser print/plot stations situated around the campus. An extensive collection of scientific and utility software is available, along with technical advice, troubleshooting assistance, documentation, and training. All SCF systems are available via the NISTnet backbone from both within and outside of NIST. Scientific Computing Facility Accounts Technical Questions - Consulting & Training - parallel processing - scientific visualization - workstation lab	Customer Services 887 TB416-104 Consultant 888 Tech-A148	2883 TB416-103 2968 Tech-B146

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>COMPUTER SERVICES (Continued)</p> <p>-Administrative Computing</p> <p>-Management Information</p>	<p>The Distributed Computing and Information Services Division provides centralized administrative computer services at the Bureau of the Census computer facility (previously known as NCASC). Batch and interactive access to a Unisys 2200/500 system via the Internet are available.</p> <p>Consulting, Technical Support, Communications, Printing, Courier</p> <p>User Accounts</p> <p>The NIST Management Information Computer Facility (MICF) provides electronic mail and calendar management services on an IBM minicomputer through the Office Vision software package, and access to NIST management information databases for managers and administrative support personnel.</p> <p>MICF Accounts</p> <p>Technical Questions</p> <p>Database Application Questions</p>	<p>Ms. Sher 880 NN-601</p> <p>Mr. Gipe 896 Tech-B209</p> <p>Mrs. Van Lowe 890 NN-627</p> <p>Mrs. Voss 888 Admin-A719</p> <p>Mr. Audet 888 Admin-A722</p> <p>Mr. Lee 888 Admin-A726</p>	<p>4021</p> <p>NN-601</p> <p>4066</p> <p>Tech-B217 gordon.gipe@nist.gov</p> <p>2191</p> <p>NN-614 elizabeth.vanlowe@nist.gov</p> <p>2546</p> <p>Admin-A738</p> <p>4071</p> <p>Admin-A738</p> <p>4061</p> <p>Admin-A738</p>
<p>COMPUTER TYPESETTING</p>	<p>See Electronic typesetting.</p>		

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COMPUTING -Administrative -Scientific	Policy questions and work requests related to administrative computing. Policy, plans and coordination for scientific computing at NIST.	Dr. Johnson 890 NN-672 Dr. Johnson 890 NN-672	2700 NN-672 fjohnson@nist.gov 2700 NN-672 fjohnson@nist.gov																																							
CONFERENCE PLANNING & ARRANGEMENTS	Advice and assistance on the overall direction and planning of conferences, including promotional efforts, scheduling, agenda, financing, printing of announcements, programs, etc., displays, food functions, housing, transportation, registration, meeting facilities, special events, etc. All meetings with primarily a non-NIST audience should fill out NIST form 1176 (for cosponsored or sponsored meetings) or 1176A (for hosted meetings). Brochure on services available. http://www-i.nist.gov/admin/pba/confprog/confprog.htm (internal under services)	Mrs. Kilmer 346 Admin-B104	2858 Admin-B116																																							
CONFERENCE ROOMS -Reservations -Lecture Rooms & Auditoriums	Ref: Admin Manual 2.12 Reserve in advance. Security Office approval required for out-of-hours use. For conferences with a largely non-NIST audience, see also Conference Planning and Arrangements. http://www-i.nist.gov/admin/pba/confprog/confprog.htm (internal under services) <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Capacity</th> <th></th> </tr> </thead> <tbody> <tr> <td>Conference Room*</td> <td>12</td> <td>Admin-B111</td> </tr> <tr> <td>Conference Room*</td> <td>12</td> <td>Admin-B113</td> </tr> <tr> <td>Lecture Room A**</td> <td>88</td> <td>Admin-Wing B</td> </tr> <tr> <td>Lecture Room B**</td> <td>88</td> <td>Admin-Wing B</td> </tr> <tr> <td>Lecture Room C***</td> <td>44</td> <td>Admin-Wing B</td> </tr> <tr> <td>Lecture Room D***</td> <td>60</td> <td>Admin-Wing B</td> </tr> <tr> <td>Lecture Room E***</td> <td>48</td> <td>Admin-Wing C</td> </tr> <tr> <td>Lecture Room F*</td> <td>24</td> <td>Admin-Wing C</td> </tr> <tr> <td colspan="3"><i>(video conferencing available)</i></td> </tr> <tr> <td>Employee Lounge</td> <td>100</td> <td>Admin-Wing C</td> </tr> <tr> <td>*** Set up classroom style</td> <td></td> <td>** Set up theater style</td> </tr> <tr> <td>* Set up conference style</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Capacity		Conference Room*	12	Admin-B111	Conference Room*	12	Admin-B113	Lecture Room A**	88	Admin-Wing B	Lecture Room B**	88	Admin-Wing B	Lecture Room C***	44	Admin-Wing B	Lecture Room D***	60	Admin-Wing B	Lecture Room E***	48	Admin-Wing C	Lecture Room F*	24	Admin-Wing C	<i>(video conferencing available)</i>			Employee Lounge	100	Admin-Wing C	*** Set up classroom style		** Set up theater style	* Set up conference style			Ms. Sherman 353 Admin-A709 Ms. Sherman 353 Admin-A709	3317 Admin-A215 3317 Admin-A215
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<p>CONFERENCE ROOMS (Continued)</p> <p>-Operating Units</p> <p>-Equipment</p>	<p>Most Ous have small conference rooms which may be borrowed. Contact appropriate OU for approval to use.</p> <p>35mm (2x2) slide projectors always available. 16mm film projector, tape recorders, TV camera, TV recorder-monitor, and other special audiovisual equipment are available for loan with advance notice. (No audio or video equipment is to be removed from conference rooms or lecture rooms without prior authorization by Conference Facilities.) To request technician to operate equipment, contact Conference Facilities. Audio and video recordings are available. The person in charge must announce that the meeting will be recorded.</p> <p>Ref: Admin Manual 2.12</p> <p>Telephone conference equipment is available from the Conference Facilities Office to be used in lecture rooms and dining rooms by special arrangement.</p>	<p>Mr. Halmat 353 Admin-B114</p> <p>Mr. Halmat 353 Admin-B114</p>	<p>3316 Admin-B114</p> <p>3316 Admin-B114</p>
<p>CONGRESSIONAL</p> <p>-Correspondence</p> <p>-Liaison</p> <p>-Material</p>	<p>Reply promptly.</p> <p>Ref: Admin Manual 4.05</p> <p>Principal coordinator and contact on all interactions between NIST and the Congress. Prepares and submits annual NIST authorization and other substantive legislative requests to the Congress.</p> <p>Senate and House documents, resolutions, bills, reports, laws & congressional records available from the NIST Research Library.</p>	<p>Ms. C. Parker 100 Admin-A1134</p> <p>Mrs. Cassidy 100 Admin-A1109</p> <p>Reference Information Desk 250 Admin-E120</p>	<p>2300 Admin-A1134</p> <p>3080 Admin-A1111</p> <p>3052 Admin-E106</p>
<p>CONNECTIONS</p>	<p>See NIST CONNECTIONS.</p>		

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
CONSULTING SERVICES	Consultation service on any management matter not in province of another staff division or on comprehensive or exploratory question.	Ms. Bisco 322 TB415-118	4054 TB415-118 sharon.bisco@nist.gov
CONTRACTS	See Procurement.		
COPYING	See Photo-copying.		
COST CENTERS	Procedures for establishing cost centers & guidance as to proper charges against cost center.	Budget Analyst 510 Admin-A1026	2669 Admin-A1026
COST RATES	Office responsible for rate calculation: Leave Surcharge Rate Personnel Benefits NIST Overhead Building Depreciation and DoC Overhead Calibration Program Surcharges Depreciable Equipment Surcharge Storeroom Inventory Replacement Contract/Agreement/Grant Surcharge	Accounting - 520 Budget - 510 Budget - 510 Accounting - 520 Calibration Program - 233 Budget - 510 Budget - 510 Budget - 510	2292 2673 2672 2292 2005 2673 2673 2672
CREDIT UNION (COMSTAR)	COMSTAR offers employees and their immediate family the opportunity to enjoy the benefits of a not-for-profit cooperative which offers a comprehensive array of financial services. Branch Hours: 8:30 a.m. - 3:30 p.m. Monday - Friday ATM Locations: Admin. Lobby Basement NIST North - First Floor http://www.creditunions.com/comstarfcu	Michel Fiscus 353 Shops-101	3700/3703/4325 mail@comstar.nist.gov
CRYOGENIC LIQUIDS	See Liquid Gases.		
DATA PROCESSING	See Computer Services.		
DATABASE -Databases -Policy & Procedures	See Standard Reference Data. Information regarding policy and procedures related to administrative databases.	Dr. Johnson 890 NN-672	2700 NN-672 fjohnson@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
DEPARTMENTAL ISSUANCES, REGS., ORDERS, etc.	Departmental Administrative Orders, Circulars and Organization Orders are received and distributed.	Ms. Estes 250 NIST Research Library Admin-E125	3060 Admin-E125 rose.carter@nist.gov
DINING ROOMS	See Conference Rooms.		
DIRECTIVES -Departmental, NIST & OMB -Bulletins -Manuals	Information regarding regulations. Admin Bulletins give announcements & temporary instructions. Admin Manual* gives NIST policies and procedures. For interpretations or revisions, contact cognizant division or Management and Organization Division. For complete Manual, contact the Management & Organization Division. * http://www-i.nist.gov/admin/mo/adman/contents.htm <u>M&O Home Page</u> http://www-i.nist.gov/admin/mo/mo.htm Ref: Admin Manual 4.01 To correct distribution address label or to discontinue receipt of transmittals, submit a memorandum outlining changes to Printing & Duplicating, Admin-B36.	Miss Boyd 322 TB415-119 Miss Boyd 322 TB415-119	4062 TB415-118 phyllis.boyd@nist.gov 4062 TB415-118 phyllis.boyd@nist.gov
DIRECTORIES -Boards -Electronic Access	Listing of organization units on boards in building lobbies. Major changes made upon receipt of signed memo from OU Executive Officer. Commerce-wide Phone and Location Directory http://www.osec.doc.gov/scripts/dbWeb/dbWebc.dll/DoCPhone?getqbe Commerce-wide Email Directory http://www.osec.doc.gov/scripts/dbWeb/dbwebc.dll/DoCemail?getresults	Mr. Shipe 353 Admin-B08	2641 Admin-B36

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>DIRECTORIES (Continued)</p> <p>-Electronic Access (continued)</p> <p>-Information</p> <p>-NIST/Commerce Phone</p> <p>-Organization & Functions</p> <p>-Personnel</p> <p>-Supporting Services</p>	<p>NIST Staff Phonebook Directory (telephone, location, and email information) http://www.nist.gov/cgi-bin/wwwph</p> <p>Central listing of current telephone and location information is maintained in the Telecommunications Office. Employees must forward Form NIST-1221 when any change occurs. Note distribution instructions on Form NIST-1221.</p> <p>Update information using Form NIST-1221. Send form to Telecommunications Office. An Alphabetical directory is printed on demand by Printing and Duplicating. To request a copy, submit Form NIST-223 to Printing and Duplicating, Admin-B36.</p> <p>Ref: Admin Manual 4.01, Appendix A</p> <p>Organizational & functional info for NIST or Gov't publications is cleared by the Management and Organization Division.</p> <p>Personnel Services</p> <p>Listings of Supporting Services in NIST. Distribution is made by memo to AO's annually. To request a copy, contact Printing and Duplicating in Admin-B36 or on x2638.</p>	<p>Telecommunications 887 Admin-B03</p> <p>Telecommunications 887 Admin-B03</p> <p>Ms. Bisco 322 TB415-118</p> <p>Receptionist 355 Admin-A123</p> <p>Mrs. Myers 353 Admin-B36</p>	<p>Dial "0" Admin-B03</p> <p>Dial "0" Admin-B03</p> <p>4054 TB415-118 sharon.bisco@nist.gov</p> <p>3007 Admin-A123</p> <p>2640 Admin-B36 kelly.myers@nist.gov</p>
<p>DISPLAYS</p>	<p>See Exhibits.</p>		
<p>DISTRIBUTIONS</p> <p>-Congressional</p> <p>-External Issuances</p>	<p>See Congressional.</p> <p>Office of Information Services makes distribution of certain issuances of other Government agencies to appropriate NIST staff.</p>	<p>Ms. Estes 250 NIST Research Library Admin-E125</p>	<p>3060 Admin-E125 rose.carter@nist.gov</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>DISTRIBUTIONS</p> <p>-Extra Copies</p> <p>-Internal Issuances</p> <p>-Lists</p> <p>-Media</p> <p>-Printed Publications</p> <p>-Special</p>	<p>Management and Organization Division maintains stock of Admin Manuals, Admin Bulletins.</p> <p>Ref: Admin Manual 4.01</p> <p>Mail & Distribution makes distribution upon receipt of distribution list & materials from Printing and Duplicating.</p> <p>Ref: Admin Manual 4.01, Appendix A</p> <p>Standard internal distributions are:</p> <p>A - Division Chiefs and Higher B - Heads of Working Level Units, Group Leaders C- All Employees D - Scientific & Technical Employees E - Administrative Manual F - Boulder TC - Technical Calendar and Administrative Calendar WP - Wall Chart & Organizational Page Listing TE - Telephone Directories</p> <p>Public and Business Affairs Division (PBA) maintains customer database for the technical, trade, business, science and general press, as well as TV and radio stations.</p> <p>Preparation & external distribution of NIST publications.</p> <p>Advice & clearance to make standard internal distribution of any material.</p>	<p>Miss Boyd 322 TB415-Rm 119</p> <p>Mailroom 353 Admin-B40</p> <p>Printing and Duplicating 353 Admin-B36</p> <p>Mr. Newman 346 Admin-A905</p> <p>Ms. Mason 250 Admin-E216</p> <p>Miss Boyd 322 TB415-119</p>	<p>4062</p> <p>TB415-118 phyllis.boyd@nist.gov</p> <p>3556</p> <p>Admin-B40</p> <p>2638</p> <p>Admin-B36</p> <p>3025</p> <p>Admin-A903</p> <p>4465</p> <p>Admin-E106 pamela.mason@nist.gov</p> <p>4062</p> <p>TB415-118 phyllis.boyd@nist.gov</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>DIVERSITY</p> <p>-NIST Diversity Board</p> <p>-Mentoring Program</p>	<p>The NIST Diversity Board assists the NIST Director in developing NIST-wide policies and guidelines for achieving a diverse workforce at NIST.</p> <p>The NIST Mentoring Program is a voluntary program, open to all NIST employees who wish to be a mentor/mentee to gain interpersonal, job or career advancement skills.</p>	<p>Mr. Yancey 861 NN-663</p> <p>Mrs. Levin 833 Chem-A260</p>	<p>6073</p> <p>NN-664 charles.yancey@nist.gov</p> <p>2575</p> <p>Chem-A267</p>
<p>DOOR CARDS</p>	<p>To obtain, submit 1 copy of Form NIST-89. Holders available in Storeroom.</p> <p>Ref: Admin Manual 2.01.17</p>	<p>Mrs. Myers 353 Admin-B36</p>	<p>2640</p> <p>Admin-B36</p>
<p>DRAFTING</p> <p>-Illustrative</p>	<p>Service for illustrations for technical papers and exhibits.</p> <p>Ref: Admin Manual 2.01.13</p>	<p>Mrs. Appleby 353 Admin-B24</p>	<p>2648</p> <p>Admin-B24</p>
<p>DRAPES</p>	<p>See Venetian Blinds.</p>		
<p>DRY ICE</p>	<p>See Ice.</p>		
<p>DUPLICATING SERVICE</p> <p>-Advice</p> <p>-Large Jobs</p> <p>-Regular Jobs</p>	<p>Consultation on various duplicating & printing considerations.</p> <p>Jobs over 5,000 copies from one master or totaling over 25,000 impressions must go to Commerce. Duplicating done there or at GPO is charged to project. Send material & NIST-223 to Printing and Duplicating Services, with authorizing signatures.</p> <p>B&W duplicates are done from hard copy originals. Turn around time is one or two days for small jobs and up to one week for larger size jobs. No charge for these services.</p> <p>Ref: NIST Office Guide</p>	<p>Mr. Sanderson 353 Admin-B36</p> <p>Mr. Sanderson 353 Admin-B36</p> <p>Mr. Sanderson 353 Admin-B36</p>	<p>2863</p> <p>Admin-B36 john.sanderson@nist.gov</p> <p>2863</p> <p>Admin-B36 john.sanderson@nist.gov</p> <p>2863</p> <p>Admin-B36 john.sanderson@nist.gov</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
DUPLICATING SERVICE (Continued) -Small & MediumJobs -Electronic File -Color Copies	<p>Printing & Duplicating Services duplicates from hard copy originals. No charge. One or two day service on small jobs. One week on larger jobs.</p> <p>Ref: NIST Office Guide</p> <p>Printing & Duplicating Services duplicates from PostScript print files, PCL print files, and PDF files with reproductions up to 600 dpi.</p> <p>Full color reproduction on paper or transparency from paper, photographs or 35 mm slides. Paper copy sizes are 8 1/2 x 11 and 11 x 17. NIST-461 (InterDivision Work Order) required for transparencies and copies in excess of 10 per original.</p>	<p>Mr. Sanderson 353 Admin-B36</p> <p>Mr. Sanderson 353 Admin-B36</p> <p>Mrs. Myers 353 Admin-B36</p>	<p>2863 Admin-B36 john.sanderson@nist.gov</p> <p>2863 Admin-B36 john.sanderson@nist.gov</p> <p>2640 Admin-B36 kelly.myers@nist.gov</p>
EDUCATIONAL INFORMATION	Clearinghouse for all NIST educational activities. Will refer you to the appropriate NIST contact.	Mrs. Cuddington 346 Admin-A915	3628 Admin-A903
ELECTRICAL & MECHANICAL EQUIP & FACILITIES	Consult Plant on requirements before installation, extension, alteration & repairs to present facilities.	Mr. Hyatt 351 S&P-A100	6907 S&P-A132
ELECTROFORMING	Articles of difficult shape or of special inside smoothness or dimension done in copper, nickel, silver, etc.	Mr. Johnson 855 Poly-B158	6409 Poly-B166
ELECTRONIC COMPOSITION	Consultation, analysis, and formatting for Document composition. Document composition service.	Mr. Hixenbaugh 250 NN-124	2777 NN-124 gail.hixenbaugh@nist.gov
ELECTRONIC TYPESETTING	See Electronic Composition.		

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
EMERGENCIES -NIST Weather Hotline -Public Inquiries	Up to the minute information, 7 days a week, 24 hours a day. In case of fire, theft in progress, police assistance, motor vehicle accident, serious injury, serious illness, or odors of unknown origin call 2222.	Hotline 353 Emergency Line 353	975-6478 or 1-800-437-4385 x6478 2222
EMERGENCIES (Continued) -Public Inquiries (continued) -Media -Hotline	Public inquiries about emergencies should be directed to Public and Business Affairs Division. Media inquiries about emergencies should be directed to Public and Business Affairs Division. Montgomery County Montgomery County Crisis Center	Mr. Newman 346 Admin-A905 Mr. Newman 346 Admin-A905	3025 Admin-A903 3025 Admin-A903 738-2255 656-9161
EMPLOYEE -Association	All NIST employees are members. Sponsors welfare, recreation & entertainment activities. Activities offered depend on interest of employees. Consult your Institute Representative for details. Ref: Employee Handbook XII-3		
ENERGY CONSERVATION -Mileage Gasoline Consumption	Provides information on mileage ceilings, and miles driven by OU's and Divisions.	Ms. Smith 353 Admin-A709	3309 Admin-A705
ENERGY, DEPARTMENT OF	See Security Office.		
ENGINEERING SERVICE	Consulting services for planning plant improvements & alterations, extensions or modification of facilities.	Mr. Hyatt 351 S&P-A100	6907 S&P-A132
EQUIPMENT			

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
-Depreciable Equipment -Audio-visual -Records	Requests for and management of allocations See under Audio-visual. Maintained by Property and Stores Management. Info. on location, description, etc. of NIST-owned personal property. Ref: Admin Manual 7.01	Budget - 510 Mrs. Turner 357 S&P-B149	2672 6360 S&P-B149
ESTIMATES -Plant -Shops Instruments -Other	Estimates for alterations, modifications or extensions to utilities. Planning and scheduling of shop work. Contact the appropriate working division.	Mr. Hyatt 351 S&P-A100	6907 S&P-A132 6511 Shops-135
EXCESS PROPERTY	See Property.		
EXECUTIVE ORDERS	Executive Orders & Presidential Proclamations printed in the Federal Register & Code of Fed. Regs., are located in the NIST Research Library Intergovernmental Affairs Collection. http://nvl.nist.gov Extra copies may be obtained from the NIST Research Library.	Reference Information Desk 250 Admin-E106 Ms. Estes 250 Admin-E125	3052 Admin-E106 3060 Admin-E125 rose.carter@nist.gov
EXHIBITS	Clearance on exhibit production, NIST participation, in trade shows, assistance with preparation, etc. (See Audio-visual).	Mr. Meininger 346 Admin-A205	2761 Admin-A903
EXTERMINATING -Insect or Rodent	By phone request. Ref: Admin Manual 2.11	Janitorial Services 353 Shops-107	5920 Shops-107

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)	Provide information on possible recruitment sources that may be beneficial to managers during the recruitment process.	Mrs. Snipes 103 NN-664	2041 NN-664
FEDERAL REGISTER	<p>NIST Research Library has a subscription from Volume I, (1936). http://nvl.nist.gov</p> <p>Databases for FY96-97 are online via GPO access. http://www.access.gpo.gov/su-docs/aces/aces140.html</p> <p>Information regarding preparation of material to be published in Federal Register, and approval of all Federal notices.</p>	<p>Reference Information Desk 250 Admin-E106</p> <p>Mr. Rubin 100 Admin-A813</p>	<p>3052 Admin-E106</p> <p>2803 Admin-A813</p>
FEE APPROVAL	Advice and approval for establishing or revising a fee for service activity.	Budget Analyst - 510	2672
FEES FOR CALIBRATIONS -Publication	Coordination related to publication of fee information.	Ms. Marshall 233 NN-244	2009 NN-232
FILMS, MOTION PICTURES	See Audio-visual.		
FINANCIAL INFORMATION SYSTEM	Questions regarding dBASE III system for manipulating financial information on a personal computer.	Ms. Shugars 888 Admin-A736	3078 Admin-A738
FINANCIAL POLICY	Guidance on financial policy	CFO - 500	5000

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
FINANCIAL SERVICES -Accounts Payable -Advances & Receivables -Bankcard	Call the Office of the Comptroller if in doubt or to report any difficulties not covered in the listing. Purchase Order Payments Group-Payments to private companies for services or supplies furnished to NIST. Contracts, Grants & Misc. Payments Group-Payments to other government agencies contracts/grants, guest researchers, and miscellaneous payments for services or supplies furnished to NIST. For billing to other government agencies and public; other agency contracts processing, acceptance, authorization, and establishment of cost centers. For calibrations, forward "Fee Record Copy" or form NIST-94 to Billings and Collections. For getting other bills issued, submit form NIST-94 to Billing and Collections. Hours: 8:30 a.m. - 5:00 p.m. Submission of Bankcard statements for payment and general inquiries.	Mr. McGuffin 520 Admin-A738 Ms. Coppolino 520 Admin-A825 Ms. Fogle 520 Admin-A826 Mr. Angleberger 520 Admin-A807 Mr. Angleberger 520 Admin-A807 Mr. Angleberger 520 Admin-A807 Ms. Fogle 520 Admin-A826	2292 Admin-A738-A 2249 Admin-A825 2261 Admin-A826 2694 Admin-A807 2694 520 Admin-A807 2694 Admin-A807 2261 Admin-A826

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
FINANCIAL SERVICES (Continued) -Gifts & Bequests -Fiscal Reports -Travel Reservations Travel Orders Advance of Funds Reimbursement Foreign Travel	Consultation concerning acceptance of gifts furtherance of Institute work. Financial reports to sponsoring agencies must be cleared with the Office of the Comptroller. For flight reservations, routing, and travel information, call SATO. Use Travel Order Form CD-29 to request travel and obtain supervisory approval. For numbering of travel orders and routing procedures An advance of funds may be obtained by using form CD-369 (no maximum) or an Atm using a Government Issued Charge Card. Reimbursement for travel is obtained by submitting Form CD-370. Passport and Visa information in connection with foreign travel. Use form CD-97 to request approval foreign travel.	Mr. McGuffin 520 Admin-A738 Mr. Angleberger 520 Admin-A807 SATO 520 Admin-A935 Travel Office 520 Admin-A935 Travel Office 520 Admin-A935 Travel Office 520 Admin-A935 Travel Office 520 Admin-A935	2292 Admin-A738 2694 Admin-A807 2281 Admin-A935 2751 Admin-A935 2751 Admin-A935 2751 Admin-A935 2751 Admin-A935
Inquiries	Inquiries on Travel document status, travel reimbursements, and regulations, etc.	Travel Office 520 Admin-A935	2751 Admin-A935
FIRE	TO REPORT A FIRE CALL 2222.	Emergency Line 353	2222

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>-Extinguishers</p> <p>-Safety Review</p>	<p>Note nearest available extinguisher & how to use. Inspected monthly. New installation-request from Fire Chief.</p> <p>Coordination of fire prevention, fire fighting & equipment. Review of plans for new installation for fire safety. james.deater@nist.gov</p>	<p>Mr. Deater, Acting Fire Chief 353 Service-130</p> <p>Mr. Deater, Acting Fire Chief 353 Service-130</p>	<p>6190</p> <p>Service-130 james.deater@nist.gov</p> <p>6190</p> <p>Service-130 james.deater@nist.gov</p>
FIRST AID	<p>Serious injuries requiring emergency assistance.</p> <p>Report ALL injuries to Health Unit.</p>	<p>Emergency Line 353</p> <p>Admin-C33</p>	<p>2222</p> <p>5131 Admin-C33</p>
FITNESS CENTER	<p>Located in the basement of the Administration Building, the facilities are open 24 hours a day, seven days a week. The locker rooms and showers are closed 9:30 - 10:30 Monday thru Friday for cleaning. The facilities are for use only by members of the SEBA Fitness Association. Applications are available from the SEBA Gift Shop, Admin/A-46. http://www-i.nist.gov/seba/seba.htm</p>	<p>Tom Davis</p> <p>NN-289</p>	<p>6499</p> <p>NN-287 thomas.davis@nist.gov</p>
FREEDOM OF INFORMATION ACT (FOIA)	<p>Request for information that is part of a system of records at NIST. Advice on processing of request. Liaison with the Office of the General Counsel, DoC.</p> <p>See also Privacy Act.</p>	<p>Mr. Bell 320 Admin-A1105</p>	<p>2389</p> <p>Admin-A1105 karl.bell@nist.gov</p>
FLOOR MATS	<p>Clear Plexiglass mats for use under chairs in carpeted offices. Provided on a reimbursable basis. Submit Work Order Form NIST-461 to Plant Division.</p>	<p>Mr. Lantz 351 S&P-A156</p>	<p>6939</p> <p>S&P-A132</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
FLOORS -Loading of -Stripping & Wax cleaning	Safe loads for specific floor areas. By phone request.	Mr. Hyatt 351 S&P-A100 Janitorial Services 353 Shops-107	6907 S&P-A132 5920 Shops-107
FLYERS, BROCHURES	See Publications, General.		
FOREIGN	See International.		
FORMS	For clearance information and assistance in forms design or ordering forms, contact Forms Management. Instructions for completing major use administrative forms are found in the appropriate subject matter area of the NIST Administrative Manual*. The NIST Forms Catalog is now located in Subchapter 2.05, Appendix B. * http://www-i.nist.gov/admin/mo/adman/contents.htm Ref: Admin Manual Subchapter 2.05	Miss Cox 322 Admin-B25	4064 Admin-B25 sue.cox@nist.gov
FURNITURE -Excess	See Property.		
GAITHERSBURG SHUTTLE	For schedules refer to back section of Commerce Telephone Directory, or see Transportation in this book.	Mr. Lyles 353 Serv-103	5922 Serv-103
GARAGE	Vehicle maintenance and repairs. Ref: Admin Manual 2.07 For chauffeured trips or to borrow a drive-yourself vehicle, call in advance. Also see Transportation.	Mr. Breeden 353 Serv-103 Mr. Lyles 353 Serv-103	5927 Serv-103 5922 Serv-103
GASES, COMPRESSED	Compressed gas requirements, forward NIST-293 to: Ref: Admin Manual 2.04	Mr. Perry 357 S&P-B163	6052 S&P-B149
GOPHER SERVER	See Electronic Access to Information.	Mr. Williamson 888 Tech-B226	3160 Tech-B226 gopher.nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
GRANTS	See Procurement.		
GRAPHICS	For general information call Visual Art's front desk service. Art services are done on a NIST-789, "Request for Visual Arts Service".	Mrs. Appleby 353 Admin-B24	2648 Admin-B24
GUARD OFFICE	See Physical Security.		
GUEST RESEARCHERS -Foreign -U.S.	See International. General Program, Data Base, Forms, etc.	Dr. Mattson 222 NN-213	3084 NN-213
HAULING	See Plant Services.		
HIGH-SPEED PHOTOGRAPHY	See Audio-visual.		
HISTORY -Collection	Information and assistance regarding scientific, technical, and administrative records and history of the Institute, including NIST Museum. Includes museum artifacts and supporting documentation. Rare books on Metrology, Weights and Measures. Books and papers relating to history of NIST.	Ms. Beal 250 Admin-A47 Mrs. Nelson 250 Admin-E127	2792 NIST Research Library Admin-E106 karma.beal@nist.gov 3055 NIST Research Library Admin-E106
HOUSING	Rental Sales Information.	Personnel Receptionist 355 Admin-A123	3007 Admin-A123
ICE -Dry -Wet	Dry ice (carbon dioxide). Available at Chemistry Storeroom. Wet ice, daily. Available at Chemistry Storeroom and Main Storeroom.	Mr. Johnson 357 Chem-B110 Mr. Johnson 357 Chem-B110	2949 S&P-B147 2949 S&P-B147
ILLNESS	EMERGENCY - To report serious illness requiring EMERGENCY FIRST AID assistance. Non-Emergency	Emergency Line 353 Health Unit 354 Admin-C33	2222 5131 Admin-C33

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
INDEX TO TECHNICAL ACTIVITIES	Electronic document to search for information on NIST programs or technical subjects an dincludes points of contacts. http://potomac.nist.gov/NTA/index.html	Ms. Ehrlich 106 Admin-A1011	2149 Admin-A1011 TechIndex-Admin@nist.gov
INFORMATION -Administrative -Electronic Access -Media -Personnel -Public -Retrieval -Specifications & Standards Documents	Concerning NIST procedures or higher Government regulations. See Electronic Access & Information. NIST Organization Liaison with magazines, newspapers, other print media, radio, and television. Advice and assistance in dealing with representatives of the media. Issues news releases, newsletters, monitors TV and press coverage. Always notify Public and Business Affairs Division of any press or radio TV contacts. Ref: Admin Manual 4.02 Room numbers, phone numbers, etc., of employees. Submit Form NIST-1221 whenever change occurs. Ref: NIST Forms Catalog See Public Affairs Services. http://www-i.nist.gov/admin/pba/padguide.htm Ref: Admin Manual 4.02 On-line data base searching, reference questions, computer conferencing. http://nvl.nist.gov See Standards Reference Collection.	Ms. Bisco 322 TB415-118 Ms. Bisco 322 TB415-118 Mr. Newman 346 Admin-A900 Telecommunications 887 Admin-B03 Mr. Heyman 346 Admin-A903 Reference Information Desk 250 Admin-E106 Mrs. Saunders 346 Admin-A901	4054 TB415-118 sharon.bisco@nist.gov 4054 TB415-118 sharon.bisco@nist.gov 3025 Admin-A903 Dial "O" Admin-B03 2758 Admin-A903 3052 Admin-E106 3058 Admin-A903

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
INFORMATION (Continued) -Technical	Correspondence & telephone inquiry service to the public. See also Index to Technical Activities.	Mrs. Saunders 346 Admin-A901	3058 Admin-A903
INTERAGENCY REPORTING	Requesting information of other government agencies may need clearance.	Ms. Bisco 322 TB415-118	4054 TB415-118 sharon.bisco@nist.gov
INTERNATIONAL -Correspondence -Coordination & Policy -Guest (Guest Researchers & Trainees) -Lectures -Translations	Clear all correspondence involving international agreements or other policy between NIST and foreign organizations through the Office of International & Academic Affairs. Ref: Admin Manual 4.05, Appendix A Correspondence addressed to Eastern European countries and China must be cleared through Office of International and Academic Affairs before mailing. Ref: Admin Manual 4.05, Appendix F Director for International and Academic Affairs has oversight responsibility for NIST relationships with foreign countries and international organizations. Information concerning foreign Guest Researchers or Trainees may be obtained from OIAA. All papers concerning appointments of foreign Guest Researchers and Trainees should be processed through OIAA. Ref: Admin Manual 10.20, Appendix B NIST-1260, Report of Foreign Visitor(s) and/or Lecturer(s) should be sent via the Office of International & Academic Affairs. Ref: Admin Manual 2.03, Appendix E http://nvl.nist.gov	OIAA 109 Admin-A505 OIAA 109 Admin-A505 OIAA 109 Admin-A500 OIAA 109 Admin-A505 OIAA 109 Admin-A505 Reference Information Desk 250 Admin-E106	3069 Admin-A505 3069 Admin-A505 4119 Admin-A505 3072 Admin-A505 3072 Admin-A505 3052 Admin-E106

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
INTERNATIONAL (Continued) -Visitors	All requests for visits by Citizens of Eastern European Countries should be directed to Office of International and Academic Affairs for obtaining necessary clearances. Ref: Admin Manual 15.06, Appendix A Visits by foreign guests should be reported on Form NIST-1260 & forwarded to Office of International and Academic Affairs prior to the visit.	OIAA Ms. Brooks 109 Admin-A505 OIAA 109 Admin-A505	3071 Admin-A505 3071 Admin-A505
INTERPRETER (for the deaf)	Requests for information on obtaining an interpreter for the deaf should be forwarded to the Civil Rights Office.	Mrs. Moscato 103 NN-664	2038 NN-664
JANITORIAL SERVICES	See Cleaning.		
KEYS	See Security Office.		
LABOR SERVICE	Provided on reimbursable basis. Submit Form NIST-461 to Plant Division.	Plant Services 351 S&P-A132	6928 S&P-A132
LAMINATING	Call for information. Ref: Admin Manual 2.01	Mr. Shipe 353 Admin-B08	2641 Admin-B36
LAUNDRY	(Except cotton towels) picked up Tuesday, returned Thursday. Ref: Admin Manual 2.11	Janitorial Services 353 Shop-107	5920 Shop-107
LECTURE ROOMS	See Conference Rooms.		
LEGAL SERVICE	Liaison to the Office of General Counsel, Department of Commerce.	Mr. Rubin 100 Admin-A813	2803 Admin-A813
LEGISLATIVE -Correspondence	All Congressional correspondence must be coordinated through Office of the Director. Ref: Admin Manual 4.05	Ms. C. Parker 100 Admin-A1134	2300 Admin-A1134

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
LEGISLATIVE (Continued) -Reference	Answers inquiries pertaining to the NIST Research Library Collection. Conducts legal research on-line or manually. diane.cunningham@nist.gov	Mrs. Cunningham 250 Admin-E128	3053 Admin-E106
LETTERING SERVICE	A lettering service with sizes ranging from 3/4" to 11 inches. Submit NIST-89 to Printing & Duplicating.	Mr. Shipe 353 Admin-B08	2641 Admin-B36
LIBRARY	See NIST Research Library.		
LIGHT BULBS REPLACEMENT	Call Plant Division Service Desk.	Plant Services 351 S&P-A132	6928 S&P-A132
LIQUID GASES	Liquid Helium, Hydrogen, Nitrogen & Oxygen. Provided on request. Contact in advance of need for appropriate liquified gas. Ref: Admin Manual 2.04	Mr. Perry 357 S&P-B163	6052 S&P-B149
LOANS -Equipment -Personal	See Property, Loan of. See Credit Union.		
LOCAL AREA NETWORKS	See Computer Networks.		
LOCKSMITH	See Physical Security. Locks, installed by Plant Division (work order & reimbursement required).	351 S&P-A132	6928 S&P-A132
LOST & FOUND	See Physical Security.		
LUNCHEONS, SPECIAL	For arrangements for Special served Luncheons in Dining Rooms at NIST. For groups of 70 or more, using NIST facilities.	Mrs. Torrence 346 Admin-A919 Mrs. Torrence 346 Admin-A919	2774 Admin-A903 2774 Admin-A903

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
MAIL -Gaithersburg -Government -Offices Incoming -Internal Delivery -Outgoing	<p>All incoming official Postal Mail is to be addressed to Gaithersburg, MD 20899-0001. Mail is sent & received by Shuttle Service between mailroom and Main Commerce.</p> <p>Use complete mailing address (including ZIP code) for other government agency (mail is first class). Mail to Commerce agencies in Washington, DC, area can be sent in messenger envelope (holey envelope) via Commerce shuttles.</p> <p>Received from Post Office at 6:30 a.m. and 9:00 a.m.</p> <p>Messenger delivery and pickup two times daily.</p> <p>Gaithersburg Delivery and Pickup Schedule. 9:00-10:00a.m. 10:30-11:30a.m. 9:30-10:30a.m. 1:00-2:00p.m. 2:30-3:30p.m. 1:30-2:30p.m. Admin. Bldg. (101) Phy. Bldg. (221) Truck route Chem. Bldg. (222) Matls. Bldg. (223) (Outer bldgs. Met. Bldg. (220) BR Bldg. (226) including Tech. Bldg. (225) Poly. Bldg. (224) NIST North</p> <p>Post Office Pickup from Mail Room at 4:00 p.m. All outgoing Official Mail must be metered by NIST Mailroom.</p>	<p>Mrs. Aller 353 Admin-B40</p> <p>Mrs. Aller 353 Admin-B40</p> <p>Mr. Frazier 353 Admin-B42</p> <p>Mr. Frazier 353 Admin-B42</p> <p>Mr. Frazier 353 Admin-B42</p>	<p>3326 Admin-B40</p> <p>3326 Admin-B40</p> <p>3327 Admin-B40</p> <p>3327 Admin-B40</p> <p>3327 Admin-B40</p>
MAILING LISTS	See Address Imaging. Also see Distributions.		
MAINTENANCE	See Plant Services.		
MANAGEMENT -Advice	Consultation service on any management matter not in province of another staff division or on comprehensive or exploratory question.	Ms. Bisco 322 TB415-118	4054 TB415-118 sharon.bisco@nist.gov
MANUAL, ADMIN.	See Directives.		
MARKETING	Advice and approval of NIST-funded marketing proposals to reach targeted audiences.		

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
MEDIA COMMUNICATORS WORKSHOP	The Public and Business Affairs Division periodically conducts workshops to help sharpen communication skills with the media. The workshops train NIST staff to: ▶Become “ambassadors of NIST”, representing the agency to the media and the audience they serve; ▶Learn not to suffer “media phobia”; ▶Effectively respond to media queries; ▶Work with reporters to tell a solid story; Use the media as a valuable tool to reach the general public, policy makers and industry people; and Partner with PBA in promoting NIST.	Mr. Newman 346 Admin-A905	3025 Admin-A905
MEDIA, NEWS	See Information, Media.		
MEETINGS	See Conference Planning and Arrangements.	Mrs. Kilmer 346 Admin-B104	2858 Admin-B116
MESSENGER SERVICE -Internal	On grounds to mail stops two times daily. (See Mail.) Special messenger sometimes available upon request.	Mr. Frazier 353 Admin-B42	3327 Admin-B40
MICROFORM -Approval & Advice -Reader- Printer	Approval required before establishing a new filming program or a one-time use. Ref: Admin Manual, Subchapter 2.06 Reader-Printer available in NIST Research Library for both microfilm and microfiche. Printers can be used for a limited number of pages. For microform of Industry, Federal and Military specifications and standards. Reader-Printer available.	Miss Cox 322 Admin-B25 Circulation Desk 250 Admin-E106 Mrs. Overman 211 NN-163	4064 Admin-B25 sue.cox@nist.gov 2793 Admin-E106 4037 NN-160
MONTGOMERY AREA SCIENCE FAIR	Coordination of, information on NIST involvement.	Mrs. Cuddington 346 Admin-A915	3999 Admin-A903
MONTHLY HIGHLIGHTS	Designed to keep NIST managers and staff informed about current NIST activities. For internal distribution only. Items submitted through OU's to Public and Business Affairs Division (PBA), which coordinates production.	Ms. Shaffer 346 Admin-A902	2768 Admin-A903

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
MOTION PICTURES	See Audio-visual.		
MOTOR POOL	See Garage.		
MOTOR VEHICLE -Operator Permits	See Drivers' Permits (Government).		
MOVING	See Plant Service-Hauling.		
MUSEUM, NIST	Information and assistance regarding museum holdings, and accessioning and loan of historical objects and memorabilia.	Ms. Beal 250 Admin-A47	2792 Admin-E106
NEWS MEDIA	See Information, Media.	Mr. Newman 346 Admin-A901	3025 Admin-A903
NIST CONNECTIONS	Newsletter on NIST policies, programs, activities, and people; distributed monthly to all employees. http://www-i.nist.gov/admin/pba/connect/connect.htm (internal under publications)	Mrs. Covahey 346 Admin-A911	4158 Admin-A903
NIST LUNCH CLUB	For table reservations For information, call the Treasurer.	Cafeteria 353 Mrs. Barr Mrs. Skinner 320 Admin-A1105	73313/73312 2389 2390 Admin-A1105
NIST NORTH	Guard Services Vending All other services provided by the Building Management. All normal service requests: (room too hot/cold, light out, elevator not working, plumbing, etc.) After hours services: (The on-call engineer will return your call, assess the problem, and send out the appropriate individual).	Captain Shupe 353 Admin-A16 Mrs. Kemp 353	2805 Admin-A16 3318 (202) 625-4217 (202) 342-9674

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
NIST NORTH (Continued)	<p>Janitorial</p> <p>For any modifications, minor moves, or “blackboard” installations, please submit an Interdivision Work Order to Plant Division.</p> <p>All other inquiries:</p>	<p>Mr. Harter 351 S&P-A129</p>	<p>(202) 333-0880</p> <p>6904 S&P-A132</p>
NIST RESEARCH LIBRARY -Bibliography -Binding -Clearance -Collections -Computerized Information Retrieval -Document Delivery Photocopying	<p>Research Information Center provides information materials and services to facilitate NIST programs. Open 24 hours a day, 7 days a week to NIST staff. Staffing of some services limited. See sign in RIC units. Fully staffed 10:00 a.m. - 4:00 p.m. Monday-Friday.</p> <p>Provides assistance in compilation of scientific and technical bibliographies.</p> <p>Information on binding Division journals.</p> <p>Clearance for NIST personnel who are leaving the Institute.</p> <p>Provides information about books and journals and other materials, owned by the NIST Research Library.</p> <p>Literature searches via on-line (or batch) computer systems, computer conferencing.</p>	<p>Division Office 250 Admin-E106</p> <p>Reference Information Services 250 Admin-E106</p> <p>BindingTechnician 250 Admin-E119</p> <p>Circulation Desk 250 Admin-E106</p> <p>Reference Information Desk 250 Admin-E106</p> <p>Reference Information Desk 250 Admin-E106</p> <p>Interlibrary Loan Technicians 250 Admin-E125</p>	<p>3052 Admin-E106</p> <p>3052 Admin-E106</p> <p>2617 Admin-E106</p> <p>2793, 4, or 5 Admin-E106</p> <p>3052 Admin-E106</p> <p>3052 Admin-E106</p> <p>3061 Admin-E125</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
NIST RESEARCH LIBRARY (Continued)			
-Exchange of Publications	Exchanges of publications with other organizations; information on current exchange agreements.	Periodicals Technician 250 Admin-E106	2798 Admin-E106
-Interlibrary Loan	Loans from outside libraries.	Interlibrary Loan Technicians 250 Admin-E125	3061 Admin-E125
-Legal Reference	Inquires concerning the Intergovernmental Affairs Collection, copies of public laws, etc.	Ms. Cunningham 250 Admin-E128	3053 Admin-E106
-Legislative Documents	Distribution of legislative material to NIST staff.	Library Technicians 250 Admin-E125	2798 Admin-E106
-Microform Readers Printers	Assistance with microform readers and printers.	Circulation Desk 250 Admin-E106	2793, 4, or 5 Admin-E106
-Ordering	Inquiries concerning book publishers and book prices.	Reference Information Desk 250 Admin-E106	3052 Admin-E106
-Periodicals	Information concerning journals issues received. To discard journals, send to Library of Congress or NIST Mail Room. Call NIST Research Library if material may be a worthwhile addition to RIC collections.	Periodicals Technician 250 Admin-E118	2798 Admin-E106
-Reference	Reference services including reference services for reports literature.	Reference Information Desk 250 Admin-E106	3052 Admin-E106
-Reserving	Reserving materials charged out.	Circulation Desk 250 Admin-E106	2793, 4, or 5 Admin-E106

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>NIST RESEARCH LIBRARY (Continued)</p> <p>-Study Rooms</p> <p>-Tours</p> <p>-Translation</p> <p>-Virtual Library</p>	<p>Study Room reservations.</p> <p>Tours of the Library are conducted on the second Wednesday of every month at 10:30 a.m.</p> <p>Information on obtaining translations.</p> <p>Policy</p> <p>Technical</p> <p>Services</p> <p>Resources</p>	<p>Reference Information Desk 250 Admin-E106</p> <p>Ms. Nelson 250 Admin-E127</p> <p>Reference Information Desk 250 Admin-E106</p> <p>P. Vassallo 250 Admin-E108</p> <p>P. Mason 250 Admin-E216</p> <p>S. Klein 250 Admin-E124</p> <p>B. Bloomquist 250 Admin-E123</p>	<p>3052</p> <p>Admin-E106</p> <p>3055</p> <p>Admin-E106 marietta.nelson@nist.gov</p> <p>3052</p> <p>Admin-E106</p> <p>2786</p> <p>Admin-E106 paul.vassallo@nist.gov</p> <p>4465</p> <p>Admin-E106 pamela.mason@nist.gov</p> <p>2790</p> <p>Admin-E106 sami.klein@nist.gov</p> <p>2790</p> <p>Admin-E016</p>
<p>OCCUPATIONAL HEALTH AND SAFETY</p> <p>-Accidents</p> <p>Reports</p>	<p>FOR ALL EMERGENCIES CALL 2222.</p> <p>Report all Accidents.</p> <p>Ref: Admin Manual 12.02</p>	<p>Emergency Line 353</p> <p>Pevey/Bartlett 354 S&P-B122</p>	<p>2222</p> <p>5818</p> <p>S&P-B124</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
OCCUPATIONAL HEALTH AND SAFETY			
-Claims	Processing Tort Claims against Institute for damages incurred.	Mr. Warfield 354 S&P-B124	5820 S&P-B124
-Chemical Inventory Database	Listing of chemicals on site. Updated annually. Inquiries may be made to locate specific chemical(s).	Mr. Warfield 354 S&P-B124	5818 S&P-B124
-Drivers Permits	Only required for Regular Drivers (i.e., Police Officers, Motor Vehicle Operators, Fire Fighters) Ref: Admin Manual 12.08.	Ms. Bartlett 354 S&P-B124	5818 S&P-B124
-Employee Assistance Program	Assistance to employees who may have a medical-behavior problem caused by alcohol, drug abuse, or mental health conditions.	EAP Coordinator Health Unit 354 Admin-C33	5129 Admin-C33
-Health Physics	Radiation Safety. All uses of ionizing radiation and lasers to be cleared.	Mr. Hobbs 354 RadP-C125	5800 RadP-C125
-Health Unit	All Medical Services (in emergencies, call x2222).	Health Unit 354 Admin-C33	5131 Admin-C33
-Industrial Hygiene	Advice and consultation on occupational health hazards and methods of control.	Mrs. Bateman 354 Admin-C53	5821 Admin-C33
-Injuries	EMERGENCY - TO REPORT ANY INJURY Requiring emergency first aid assistance.	Emergency Line 353	2222
	Non-emergency (minor injury) report to Health Unit.	Nurse 354 Admin-C33	5131 Admin-C33
	Report all work connected injuries to the Health Unit no matter how trivial. Especially important if Compensation is needed for later complication.	Nurse 354 Admin-C33	5131 Admin-C33

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
OCCUPATIONAL HEALTH AND SAFETY			
-Medical Services	Treatment of on-th-job injuries; Minor illnesses; Medical counseling; Health maintenance physicals Health screening; immunization. Nurses on duty all day. Also see Employee Assistance Program.	Health Unit 354 Admin-C33	5131 Admin-C33
	For Medical illness, call.....		5131
	For Serious Accidents and injuries, call.....		2222
Hot Line	Montgomery County		301-738-2255
-Safety	Advice and consultation on Safety manners. Report hazards and suggestions to your Division Safety Representative.	Mr. Pevey 354 S&P-B122	5818 S&P-B124
Radiation	See Health Physics.		
-Safety Glasses	Wednesday mornings 9:00 - 11:00 Building 301, Room B112 (in the vending area behind cafeteria)	Ms. Bartlett 354 S&P-B124	5818 S&P-B124
-Safety Shoes	Cash allowance may be authorized towards purchase. Supervisor send memo to Safety Office naming Employee and justifying need.	Ms. Bartlett 354 S&P-B124	5818 S&P-B124
-Waste Disposal			
Hazardous Materials	Advice/pick-up service for proper disposal of Nonradioactivity hazardous waste.	Mr. Eggert 354 S&P-B121	5822 S&P-B124
Non Hazardous	See Plant Services.		
Radioactive Materials	Call Health Physics for instructions.	Mr. Hobbs 354 RadP-C125	5800 RadP-C125
-Workers' Compensation	Information and assistance regarding occupational injury illness benefits for Federal employees. Information must be submitted to Department of Commerce, Office of Workers' Compensation Branch.	H1088 DoC	H5102, HCHB (202)273-3325 or (1-800-693-2667, If you don't have access to a Government phone)

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>PERSONNEL SERVICES</p> <p>-Absence & Leave</p> <p>-Awards</p>	<p>Personnel Generalist or</p> <p>marcia.robertson@mailserver3.nist.gov</p>	<p>Mr. Hanson 355 Admin-A123</p> <p>Mrs. Robertson 355 Admin-A131</p>	<p>3005</p> <p>Admin-A123 john.hanson@micf.nist.gov</p> <p>2157</p> <p>Admin-A123</p>
<p>PERSONNEL SERVICES (Continued)</p> <p>-Classification Advice</p> <p>-Data/Reports</p> <p>-Alternative Personnel Management System (Demonstration Project)</p>	<p>Personnel Generalist or</p> <p>Reports of Personnel Data. theresa.sorcek@mailserver3.nist.gov</p>	<p>Mrs. Jones 355 Admin-A123</p> <p>Ms. Sorcek 355 Admin-A41</p> <p>Mr. Cassady 355 Admin-A123</p>	<p>3036</p> <p>Admin-A123 sheila.jones@micf.nist.gov</p> <p>3029</p> <p>Admin-A123</p> <p>3031</p> <p>Admin-A123 allen.cassady@micf.nist.gov</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>-Grievances</p> <p>-Health Benefits</p> <p>-Housing</p> <p>-Labor Relations and Union Issues</p> <p>-Leave Transfer Program</p>	<p>Personnel Generalist or angela.bolduc@mailserver3.micf.nist.gov</p> <p>Eligibility, Booklets, Open Season marcia.robertson@mailserver3.nist.gov nancy.cool@mailserver3.nist.gov</p> <p>Rental/Sales Information</p> <p>angela.bolduc@mailserver3.nist.gov</p>	<p>Mrs. Bolduc 355 Admin-A123</p> <p>Mrs. A. Cubert 355 Admin-A123</p> <p>Mrs. Robertson Mrs. Cool 355 Admin-A131</p> <p>Personnel Receptionist 355 Admin-A123</p> <p>Mrs. Bolduc 355 Admin-A123</p> <p>Mrs. A. Cubert 353 Admin-A123</p> <p>Mr. Hanson 355 Admin-A123</p>	<p>3041</p> <p>Admin-A123</p> <p>3006</p> <p>Admin-A123 amy.cubert@mailserver3.nist.gov</p> <p>2157 2231</p> <p>Admin-A123</p> <p>3007</p> <p>Admin-A123</p> <p>3041</p> <p>Admin-A123</p> <p>3006</p> <p>Admin-A123 amy.cubert@mailserver3.nist.gov</p> <p>3012</p> <p>Admin-A123</p>
<p>PERSONNEL SERVICES (Continued)</p> <p>-Pay Administration</p> <p>-Paychecks</p>	<p>Personnel Generalist or</p> <p>Inquiries concerning pay or replacement of lost checks. nanci.cumming@mailserver3.nist.gov cynthea.payne@nist.gov kelley.maddox@mailserver3.nist.gov</p>	<p>Mrs. Jones 355 Admin-A123</p> <p>Mrs. Cumming Mrs. Payne Mrs. K. Maddox 355 Admin-A123</p>	<p>3036</p> <p>Admin-A123 jones@micf.nist.gov</p> <p>3011, 3043, 3003</p> <p>Admin-A123</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>-Performance Evaluation</p> <p>-Promotions</p> <p>-Recruitment</p> <p>-Retirement</p> <p>-Senior Executive Service</p>	<p>Personnel Generalist or louise.parrish@mailserver3.nist.gov</p> <p>Clerical/Secretarial</p> <p>Professional, Technical or Administrative</p> <p>Eligibility, CSRS/FERS, Thrift Savings, Counseling marcia.robertson@mailserver3.nist.gov nancy.cool@mailserver3.nist.gov</p>	<p>Mrs. Parrish 355 Admin-A123</p> <p>Mrs. A. Cubert, Div. 353 355 Admin-A123</p> <p>Personnel Generalist 355 Admin-A123</p> <p>Mrs. Chaney 355 Admin-A123</p> <p>Personnel Generalist 355 Admin-A123</p> <p>Mrs. Robertson Mrs. Cool 355 Admin-A131</p> <p>Mr. Cassady 355 Admin-A123</p>	<p>3035</p> <p>Admin-A123</p> <p>3006</p> <p>Admin-A123 amy.cubert@mailserver3.nist.gov</p> <p>Admin-A123</p> <p>3027</p> <p>Admin-A123 mary.chaney@nist.gov</p> <p>Admin-A123</p> <p>2157 2231</p> <p>Admin-A123</p> <p>3031</p> <p>Admin-A123 allen.cassady@micf.nist.gov</p>
<p>PERSONNEL SERVICES (Continued)</p> <p>-Separation of Employees</p> <p>-Students</p>	<p>Coop. (HS, AA, BS, Grad) Excepted, "Q", "P", High School, Faculty, Summer</p>	<p>Personnel Assistant 355 Admin-A123</p> <p>Personnel Generalist 355 Admin-A123</p>	<p>Admin-A123</p> <p>Admin-A123</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
-Suggestion Program -Timekeeping -Training & Education Opportunities -Transfer of Employees -Vacancies	Questions on timekeeping should be referred to the OU/ Division T&A Contact point or Administrative Officer. Policy patricia.oconnor@mailserver3.nist.gov	Mrs. Cool 355 Admin-A123 Mrs.O'Connor 355 Admin-A41 Personnel Generalist 355 Admin-A123 Personnel Generalist 355 Admin-A123	2231 Admin-A123 nancy.cool@mailserver3.nist.gov 3017 Admin-A123 Admin-A123 Admin-A123
PETTY CASH	See Procurement.		
PHONE	See Telephone.		
PHOTO-COPYING -Copy Centers	Printing and Duplicating Services provides service at Copy Centers listed below. Administration Bldg. Color Copying Administration Bldg. (Self-service) Materials Bldg. (Self-service) Physics Bldg. (Self-service) Polymer Bldg. (Self-service) NIST North (Self-service + Operator) Ref: Admin Manual 2.01	Mr. Shipe 353 Admin-B08 Admin-B36 Admin-A715 Matls-B240 Phy-B336 Poly-A239 NN-395	2641 Admin-B36 2640 2642 6186 None 6187 2634
PHOTOGRAPHIC SERVICES	General information call Visual Art's Front Desk. In-house photographic services are done on a Form NIST-789, "Request fro Visual Arts Services". Photographer available by appointment on x2645. Photographic processing is done through contracting services. Ref: Admin Manual 2.01	Mrs. Appleby 353 Admin-B24 Ms. Simon 353 Admin-B24	2648 Admin-B24 2645 Admin-B24
PHYSICAL SECURITY			

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
PLANT SERVICES			
-Building Alterations	Submit work order Form NIST-461 to Plant Division.	351 S&P-A132	6928 S&P-A132
-Building Improvements	Submit requirement to Plant Division for review and cost estimates.	351 S&P-A100	6907 S&P-A132
-Building Maintenance	Emergency & minor repairs to all Bldgs., structures, grounds, utilities, and temperature control.	351 S&P-A132	6928 S&P-A132
-Building Names & Numbers	Assigned by Plant Division and submitted to Director of Administration for approval.	351 S&P-A106	6900 S&P-A132
-Cleaning of Grounds	Institute grounds, roads, sidewalks, window wells, etc., are cleaned by Plant Div. Call Service Desk.	351 S&P-A132	6928 S&P-A132
-Electrical & Mechanical Equipment & Facilities	Consult Plant on requirements before installation, extension, alteration & repairs to present facilities.	351 S&P-A100	6907 S&P-A132
-Elevator Repairs	For emergency repairs, call Plant Division Service Desk.	351 S&P-A132	6928 S&P-A132
-Engineering Services	Consulting services for planning plant improvement & alterations, extensions or modification of facilities.	351 S&P-A100	6907 S&P-A132
-Estimates	Estimates for minor alterations, modifications or extensions to buildings or utilities.	351 S&P-A100	6907 S&P-A132
-Floor Loading	Safe Loads for specific floor areas.	351 S&P-A100	6907 S&P-A132
-Furniture Repair	Call Plant Division Service Desk.	351 S&P-A132	6928 S&P-A132
-Hauling	For minor moves of material and small equipment.	351 S&P-A132	6928 S&P-A132
	For large-scale personnel relocation or heavy equipment, submit Form NIST-461 to Plant Division.	351 S&P-A132	6928 S&P-A132
PLANT SERVICES (Continued)			
-Labor Service	Provided on reimbursable basis. Submit Form NIST-461 to Plant Division.	351 S&P-A132	6928 S&P-A132

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
-Light Bulb Replacement	Call Plant Division Service Desk.	351 S&P-A132	6928 S&P-A132
-Painting		351 S&P-A156	6936 S&P-A132
-Project Status	Contact PMO.	351 S&P-A116	6927 S&P-A132
-Real Property	Records and data on buildings and real property are maintained by the Plant Division.	351 S&P-A116	6929 S&P-A132
-Service Desk	Plant Division minor services or trouble calls.	351 S&P-A132	6928 S&P-A132
-Snow Removal	Removal of snow, sanding, etc., handled as routine. For special service, call Plant Division Service Desk.	351 S&P-A132	6928 S&P-A132
-Space Records	Space utilization records kept by building, division and type of space.	Mrs. Cowell 320 Admin-A1105	2393 Admin-A1105
-Trash Removal	Burnable trash picked up from designated stations.	FSD-353 Shops-107	5920 Shops-107
	Non-burnable trash, call Service Desk.	351 S&P-A132	6928 S&P-A132
	For special service on large quantities, call Plant Division Service Desk.	351 S&P-A132	6928 S&P-A132
-Utilities	For trouble or repairs, call Plant Division Service Desk. For alterations or extensions, submit Form NIST-461 to Plant Division.	351 S&P-A132	6928 S&P-A132
-Utility Outages	For information on utility outages or emergency service during outages, call Maintenance Engineering Office, Plant Division.	351 S&P-B114	6948 S&P-A132
-Venetian Blind Repairs	Call Plant Division Service Desk for repairs, replacement of cords, etc.	351 S&P-A132	6928 S&P-A132
POSITION SENSITIVITY	Advice on definitions and coding.	Personnel Generalist 355 Admin-A123	3067 Admin-A123
POSTDOCTORAL RESEARCH ASSOCIATESHIPS		Dr. Hsia 109 Admin-A515	3067 Admin-A505
PRESS	See Information, Media.		

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
PRINTED CIRCUITS	Circuits plated with gold, nickel, solder.	Mr. Johnson 855 Poly-B158	6409 Poly-B166
PRINTING	See Duplicating Services. See Publications.	Mr. Sanderson 353 Admin-B36 Ms. Mason 250 Admin-E216	2863 Admin-B36 john.sanderson@nist.gov 4465 Admin-E106 pamela.mason@nist.gov
PRIVACY ACT	Request for information that is part of a system of records at NIST. Advice on processing of request. Liaison with the Office of the General Counsel, DoC.	Mr. Bell 320 Admin-A1105	2389 Admin-A1105
PROCUREMENT -Contracts -Grants/Cooperative Agreement/ Fellowships -Unsolicited Proposals -Status Reports	Ref: Admin Manual 2.03 Assistance in preparing requests for contract actions, administering current contracts, and status reports. Information and assistance on grants, Cooperative Agreements, and Fellowships. ATP awards All other awards Information relating to Unsolicited Proposals. For status reports on requisitions prior to award. Ref: Admin Manual 2.03, Appendix A	Ms. Bower 357 S&P-B120 Mrs. Green 357 S&P-B132 Mrs. Shaikh Mrs. Brigham Mrs. Brigham Ms. Shell 357 S&P-B151	6336 S&P-B120 6328 S&P-B129 5044 6329 6329 6340 S&P-B128

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>PROCUREMENT (Continued)</p> <p>-Petty Cash</p> <p>-Bank Cards & Charge Accounts (QPS) Programs</p> <p>-Repair Desk</p> <p>-Walk Thru's</p>	<p>Provides cash advancements and reimbursements for purchase made by authorized personnel, and reimbursement for local travel.</p> <p>(Up to \$1,000 on emergency basis, excluding travel.)</p> <p>Hours: Monday-Thursday: 9:00 a.m. - 12:00 noon 1:00 p.m. - 3:00 p.m. Friday: 9:00 a.m. - 12:00 noon</p> <p>Quick Procurement System (QPS) Program Manager.</p> <p>Telephone orders for office machine repairs.</p> <p>When immediate procurement action is required, a completed Purchase Request (CD-435) may be hand-carried to S&P-B144, where you will receive further guidance. (Hours: Mon. - Fri.: 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.)</p>	<p>Imprest Fund Office 357 S&P-B134</p> <p>Ms. Camp 357 S&P-B149</p> <p>Ms. Goodrich 357 S&P-B158</p> <p>Mr. D'Ascoli 357 S&P-B158</p>	<p>6300 S&P-B134</p> <p>6338 S&P-B158</p> <p>6310 S&P-B158</p> <p>6302 S&P-B158</p>
<p>PROGRAMS</p>	<p>Performs program and policy analysis and assists in strategic planning. http://www.nist.gov/director/offices/pgm-ofc.htm</p>	<p>Program Analyst 106 Admin-A1000</p>	<p>2667 Admin-A1000 denise.herbert@nist.gov</p>
<p>PROPERTY</p> <p>-Excess</p> <p>-Intra-Institute Transfer</p> <p>-Loan of</p>	<p>Pick-up excess equipment.</p> <p>To obtain equipment with a NIST number, submit an Intra-Bureau Transfer, NIST-81. To declare equipment excess, submit a Report of Excess Property, NIST-6, in triplicate to Personal Property Office.</p> <p>Use Form NIST-393 for loans outside NIST. May also be used for Intra-Institute loans.</p>	<p>Excess Property</p> <p>Mr. Tinker 357 S&P-B149</p> <p>Mrs. Gassaway 357 S&P-B149</p> <p>Mrs. Gassaway 357 S&P-B149</p>	<p>6370 6371 S&P-B149</p> <p>6357 S&P-B149</p> <p>6357 S&P-B149</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
PROPERTY (Continued) -Real Property -Records & NIST Numbers	Records & data on buildings, land, etc., are maintained by the Plant Division. Property & Stores Mgmt. will put NIST number on equip. If division has equipment not numbered, please notify Property and Stores. (See also Equipment records). Ref: Admin Manual 2.02	Plant Services 351 S&P-A116 Personal Property 357 S&P-B149	6929 S&P-A132 6296 or 6363 S&P-B149
PUBLIC ADDRESS SYSTEMS	In Red & Green Auditoriums. Portable public address systems are available if one day notice is given. For service or special microphone for unusual purpose, call Conference Facilities Unit. Ref: Admin Manual 2.12	Mr. Halmat 357 Admin-B114	3316 Admin-B114
PUBLIC AFFAIRS SERVICES	Media liaison, general communicatins, conference management, tours, special events, inquiries, speeches, audio-visual productions, exhibits, business and trade association liaison. http://www-i.nist.gov/admin/pba/padquide.htm (internal under admin)	Mr. Heyman 346 Admin-A903	2758 Admin-A903
PUBLIC LAWS	Consult the NIST Research Library Intergovernmental Affairs Collection. Copies of all U.S. laws available on request. http://nvl.nist.gov	Reference Information Desk 250 Admin-E106	3052 Admin-E106
PUBLIC USE FORMS OR REPORTS	See Questionnaires.		
PUBLICATIONS -Computer Typesetting -Copyright -General -Policy	See Electronic Composition. NIST Procedures: Under the Copyright Law. pamela.mason@nist.gov Clearances for general NIST publications including program brochures, flyers, newsletters, and promotional materials. Questions on NIST, Commerce, Government Policies and regulations.	Ms. Mason 250 Admin-E216 Ms. Shaffer 346 Admin-A902 Ms. Mason 250 Admin-E216	4465 Admin-E106 2768 Admin-A903 4465 Admin-E106

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
PUBLICATIONS (Continued) -Technical Production -Technical Review	Technical Publications Production. gail.hixenbaugh@nist.gov Arrangements for technical publishing. Copy preparation of manuscripts for NIST publication series. Editorial Review.	Mr. Hixenbaugh 253 NN-124 Mr. Harris 253 NN-126 Mr. MacCullough 250 NN-123	2777 NN-125 gail.hixenbaugh@nist.gov 3572 NN-125 donald.harris@nist.gov 3573 NN-125 rolfe.maccullough@nist.gov
PUBLICITY, GENERAL	See Information, Media.		
PURCHASING	See Procurement.		
QUESTIONNAIRES	To the public or other government agencies. Ref: Admin Manual 4.03	Ms. Boyd 322 TB415-119	4062 TB415-118 phyllis.boyd@nist.gov
RADIATION SAFETY	See Health Physics.		
RADIO COMMUNICATION	For frequency assignment-IRAC authorization. Radio equipment service and repairs.	Mr. Loveland 885 Admin-B03	3320 Admin-B03
RECEIVING ROOM	As designated on Purchase Order, incoming shipments will come to NIST Receiving Room. Ref: Admin Manual 2.03, Appendix L. Also see Shipping and Receiving	357 S&P-B185	6053 S&P-B185
RECEPTIONIST	Lobby of Administration Building. deanna.shuff@nist.gov	Ms. Shuff 353 Admin-Lobby	3315 Admin-Lobby
RECORDING SERVICE (for Conferences)	Magnetic tape recordings of special meetings on cassette, available by advance notice; and TV recordings may be made available by special request.	Mr. Halmat 353 Admin-B114	3316 Admin-B114

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
RECORDS -Historical -Holding Area -Management	See History. Assistance in assembling & scheduling records for destruction, transfer to, or withdrawal from Federal Records Centers & National Archives. Storage of records in NIST for reference pending disposition. Advice on policy, procedures, standards, and archival matters. Assistance in files management and records disposition. Also, disposition of Privacy Act Papers. Ref: Admin Manual 2.06, Appendix A/Appendix D	Ms. Cox 322 Admin-B25 Ms. Cox 322 Admin-B25	4064 Admin-B25 sue.cox@nist.gov 4064 Admin-B25 sue.cox@nist.gov
RECYCLING	Paper - all buildings Plastic/glass/aluminum containers - all buildings	Janitorial Services 353 Shops-107	5920 Shops-107
REFERENCE MATERIAL	Advice on Storage. Ref: Admin Manual 2.06, Appendix A	Ms. Cox 322 Admin-B25	4064 Admin-B25 sue.cox@nist.gov
REGULATIONS, OTHER AGENCIES	Information about regulations affecting NIST is coordinated by Management and Organization Division. Information concerning Federal regulations may be obtained through consulting the NIST Research Library Intergovernmental Affairs collections. http://nvl.nist.gov	Ms. Bisco 322 TB415-118 Reference Information Desk- 250 Admin-E106	4054 TB415-118 sharon.bisco@nist.gov 3052 Admin-E106
REPAIRS -Air Conditioning -Building & Utilities -Elevators	Call Plant Division Service Desk for routine upkeep. Emergency and minor repairs to all buildings, structures, grounds and utilities. For emergency repairs, call the Plant Division Service Desk.	Plant Services 351 S&P-A132 Plant Services 351 S&P-A132 Plant Services 351 S&P-A132	6928 S&P-A132 6928 S&P-A132 6928 S&P-A132

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
REPAIRS (Continued) -Instruments, Microscopes, Teletypes, Vacuum Pump, etc. -Office Machines	See Shop Services, Repairs. See Procurement.		
REPORTS	Reports to Sponsoring Agencies (other than fiscal) - Control and numbering. Accounting or financial reports - See Accounting Reports Technical reports (published reports). http://nvl.nist.gov	Mr. MacCullough 253 NN-123 Reference Information Desk 250 Admin-E106	3573 NN-123 rolfe.maccullough@nist.gov 3052 Admin-E106
REPRINTS	See page Charges Reprints.		
SCHOOLS	Request for speakers: See Educational Information.		
SEBA -Store -Association	Hours: Tues. - Fri. Pay Day: 10:00 a.m.-3:00 p.m. http://www-i.nist.gov/seba/seba.htm All NIST employees are eligible for membership. Sponsors social, recreational & welfare activities. Activities offered depend on interest of employees. Consult your OU Representative for details. Ref: Employee Handbook XII-3	SEBA Admin-A46	3313 Admin-A46
SECURITY OFFICE -Classified Documents	Receipt of: All classified documents entering or leaving the Institute must go through the Security Office. Disposal of: Prepare Inventory of Documents. Hand-carry documents & inventory to Security Office.	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
SECURITY OFFICE (Continued)			
-Clearance Certification	To arrange for visit to another facility or to check on Clearance status of visitors	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
-Clearance, Security	Submit appropriate forms to Security Office. Processed by Dept. of Commerce. Ref: Admin Manual 13.01, Appendix A	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
-Energy, Department of	Q-clearance. Visit access approval. Ref: Admin Manual 13.01	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
-ID Card/Pass	Required for all employees/non-employees with approval of Security Office. Submit form NIST-351, Request for ID Card/Pass to Security Office A705, 101. Report lost ID Card/Pass immediately. Ref: Admin Manual 2.09	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
-Keys	For issuance of, use Form NIST-461. Report lost and stolen keys immediately. Ref: Admin Manual 2.01	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
-Visitors Out-of-hours	Clearance through Security Office is required.	Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705
		Mrs. Kaetzel 353 Admin-A700	3304 Admin-A705

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
<p>SHIPPING & RECEIVING</p> <p>-Damaged Equipment</p>	<p>Information on all incoming shipments</p> <p>Information or Pick-up on all outgoing shipments. Use Form NIST-386. (See NIST Office Guide.)</p> <p>Hold shipping carton and packing material and notify purchase group. See Procurement.</p> <p>Ref: Admin Manual 2.03, Appendix L</p>	<p>Mr. Perkins 357 S&P-B185</p> <p>Mrs. Smith 357 S&P-B185</p> <p>Mrs. Smith 357 S&P-B185</p>	<p>6053</p> <p>S&P-B158</p> <p>6368</p> <p>S&P-B158</p> <p>6368</p> <p>S&P-B158</p>
<p>SHOPS SERVICES (Instrument Shops)</p> <p>-Anodizing</p> <p>-Brazing</p> <p>-Contact Shops</p> <p>-Design and Product Engineering</p> <p>-Drafting</p>	<p>Requests for service and information should be directed to Production Control Office. Planning & Estimating consultation available at no charge.</p> <p>Anodizing of aluminum, black and colors.</p> <p>Silver brazing (torch or induction heater).</p> <p>Contact Shops are located in buildings 221, 223, 220, 235, and 304. The Contact Shop in 304 is for rapid response services for all of NIST.</p> <p>Services relating to scientific instrumentation and associated electromechanical equipment.</p> <p>Preparation of engineering drawing packages. Preliminary consultation on drafting and technical data packages provided at no charge.</p>	<p>Mr. Wiltshire 825 Shops-134</p> <p>Mr. Wiltshire 825 Shops-134</p> <p>Mr. Strawbridge 825 Shops-155</p> <p>Mr. Evans 825 Shops-128</p> <p>Mr. Wiltshire 825 Shops-134</p> <p>Mr. Wiltshire 825 Shops-134</p>	<p>6511</p> <p>Shops-135 kenneth.wiltshire@nist.gov</p> <p>6511</p> <p>Shops-135 kenneth.wiltshire@nist.gov</p> <p>6517</p> <p>Shops-135 dana.strawbridge@nist.gov</p> <p>6515</p> <p>Shops-135 john.evans@nist.gov</p> <p>6511</p> <p>Shops-135 kenneth.wiltshire@nist.gov</p> <p>6511</p> <p>Shops-135 kenneth.wiltshire@nist.gov</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
-Electrical Discharge	Wire and cavity electrical discharge on conductive, hard-to-work materials, particularly valuable in making irregularly shaped Machining holes.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
SHOPS SERVICES (Instrument Shops) (Continued) -Electroplating -Electro-Polishing -Engraving	Plating of nickel, chrome, copper, cadmium, gold, platinum, etc. Improvement of surface finish by preferential dissolution of metal. Engraving of instrument panels, seals, nameplates, etc.	Mr. Wiltshire 825 Shops-134 Mr. Wiltshire 825 Shops-134 Mr. Wiltshire 825 Shops-134	6511 Shops-135 kenneth.wiltshire@nist.gov 6511 Shops-135 kenneth.wiltshire@nist.gov 6511 Shops-135 kenneth.wiltshire@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
-Glass Beads, Surface Blasting	Changing of metal surfaces by glass beads blasting, frosting glass surfaces.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Glassblowing	Designing and blowing of glass instruments, chemical apparatus, electronic tubes, laser tubes, glass to metal seals special optical windows. Construct special Dewars. Silvering, platinizing, and Nesafilms.	Mr. Anderson 825 Shops-156	6530 Shops-135
-Grinding	Complete grinding and honing service available surface and cylindrical, inside and outside.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Heat Treating	Annealing and other heat treatment done, when necessary, in controlled atmospheric conditions.	Mr. Wiltshire 825 Shops-134	6511 Shops-135 kenneth.wiltshire@nist.gov
-Induction Heating	Induction equipment is available in frequencies of 10kc.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
SHOPS SERVICES (Instrument Shops) (Continued) -Lapping -Leak Detecting -Management Information -Machine Shop -Measuring -Numerically Controlled Machining -Optical Coatings -Optical Shop	Lapping of metals and ceramic materials. Facilities for leak detection of vacuum vessels. Summary of financial status by task available for review. Updated daily. Complete Machine Shop Services. Precision measuring under controlled temperatures. Coordinate measuring machine services. Numerically controlled machining - lathe and milling machine capabilities. Vapor deposited metals, dielectrics, etc. DC and RF sputtering metals, dielectrics, etc. Custom optics, grinding, lapping and polishing of glass, metals, and crystals to fabricate lenses, flats, prisms, etc.	Mr. Fuller 825 Shops-124 Mr. Strawbridge 825 Shops-155 Ms. Eyler 825 Shops-135 Mr. Strawbridge 825 Shops-155 Mr. Wantz 825 Shops-155 Mr. Wantz 825 Shops-155 Mr. Strawbridge 825 Shops-155 Mr. Wilmering 825 Shops-128 Mr. Fuller 825 Shops-124	6514 Shops-135 6517 Shops-135 dana.strawbridge@nist.gov 6507 Shops-135 judith.eyler@nist.gov 6517 Shops-135 dana.strawbridge@nist.gov 6531 Shops-135 robert.wantz@nist.gov 6531 Shops-135 robert.wantz@nist.gov 6517 Shops-135 dana.strawbridge@nist.gov 4655 Shops-135 6514 Shops-135

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
SHOPS SERVICES (Instrument Shops) (Continued)			
-Repairs	Repair and modification of existing mechanical instrumentation.	Mr. Wiltshire 825 Shops-134	6511 Shops-135 kenneth.wiltshire@nist.gov
-Plasma ARC	Plasma ARC cutting of ferrous and nonferrous materials.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Scientific Instruments	Scientific instruments design, construction, maintenance, repair.	Mr. Wiltshire 825 Shops-134	6517 Shops-135 kenneth.wiltshire@nist.gov
-Sheet Metal	Precision sheet metal and plate fabrication. Punching, nibbling, flanging, and forming on straight and circular work.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Soldering	Soft soldering with induction or torch.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Specimens	Machining of metallurgical specimens for tensile and other tests.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Ultrasonic Machining	Ultrasonic machining for irregular holes and for hard-to-work non-conductive materials, carbides, ceramics, etc., is available.	Mr. Fuller 825 Shops-124	6514 Shops 135
-Welding: Arc	Gas metal arc welding, gas tungsten arc welding, and shielded metal arc welding for sheet metal and plate fabrication.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov
-Welding: Precision	Welding of stainless and or dissimilar alloys for vacuum systems.	Mr. Strawbridge 825 Shops-155	6517 Shops-135 dana.strawbridge@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
SHUTTLE	<p>Transportation of mail and passengers between Commerce and Gaithersburg and Washington. Schedule listed under Transportation.</p> <p>On-Grounds in Gaithersburg.</p>	<p>Mr. Lyles 353 Serv-103</p> <p>Receptionist 353 Admin-Lobby</p>	<p>5922</p> <p>Serv-103</p> <p>3315</p> <p>Admin-Lobby</p>
<p>SIGNS</p> <p>-Approval</p> <p>-Design</p> <p>-Door</p> <p>-Special</p>	<p>Request in memo form if for use in public outdoor spaces.</p> <p>Send Form NIST-789 "Request for Visual Arts Services".</p> <p>Submit Form NIST-89. Holders available in Storeroom.</p> <p>Inside and outside, Use Form NIST-89 original only. Ref: Admin Manual 2.01</p>	<p>Mrs. Carscadden 353 Admin-A215</p> <p>Mrs. Appleby 353 Admin-B24</p> <p>Ms. Myers 353 Admin-B36</p> <p>Mr. Shipe 353 Admin-B08</p>	<p>3301</p> <p>Admin-A215 susan.carscadden@nist.gov</p> <p>2648</p> <p>Admin-B24 sylvia.appleby@nist.gov</p> <p>2640</p> <p>Admin-B36 kelly.myers@nist.gov</p> <p>2641</p> <p>Admin-B36 larry.shipe@nist.gov</p>
SLIDES			
-Audio Programs	See Audio-Visual.		
SNOW REMOVAL	<p>Removal of snow, sanding, etc., handled as routine. For special service, call Plant Division.</p> <p>Walkways cleaned by Janitorial.</p>	<p>Plant Services 351 S&P-A132</p> <p>Janitorial Services 353 Shops-107</p>	<p>6928</p> <p>S&P-A132</p> <p>5920</p> <p>Shops-107</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
SPACE -Allocation -Records	To request a change, forward a memo to Dr. David Norcross. Ref: Admin Manual 7.08 Space utilization records kept by building, division and type of space.	Dr. Norcross 104 Admin-A1124 Mrs. Stanley 351 301-A106	2300 Admin-A1134 6902 301-A106
SPEAKERS	Request for speakers for community groups, monthly meetings of local societies, etc.	Ms. Hauber 346 Admin-A915	3585 Admin-A903
SPECIAL EVENTS	Advice and assistance in planning special events: laboratory dedications, ceremonies, etc.	Mrs. Torrence 346 Admin-A919	2774 Admin-A903
SPECIFICATIONS -Standards Documents	See Standards Reference Collection.		
STANDARD REFERENCE DATA -Database Building	Establish Standard Reference Data Projects Database inquiries, marketing, dissemination, sales and copyright. Building of Scientific Databases Online Standard Reference Data Systems	Dr. Rumble 231 NN-101 Ms. Sauerwein 231 NN-112 Ms. Blakeslee 231 NN-110 Ms. Fagan 231 NN-109	2208 NN-113 2208 NN-113 joan.sauerwein@nist.gov 2524 NN-113 dorothy.blakeslee@nist.gov 2213 NN-113 phoebe.fagan@nist.gov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
STOREROOMS (Continued) -Electronics, Plant, Tools, and Hardware, Office Supplies, Volatile Liquids, Valuable Materials -Metals	Manned/Self-Service Hours 7:30 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. Manned Only Hours 7:00 a.m. - 12:00 p.m. and 12:30 p.m. - 3:30 p.m. The "Hours Open" shown above are followed as much as possible. Occasionally store hours are adjusted in order to meet peak work loads in the varying areas of the Section's responsibility. Advance notice of such adjustment is given.	357 S&P-B163 357 Shops-162	6349 S&P-B149 6526 S&P-B149
SURVEYS	Requests for information collection from the public or other government agencies. Ref: Admin Manual 4.03	Miss Boyd 322 TB415-119	4062 TB415-118 phyllis.boyd@nist.gov
TDD/TTY	Telephone for the hearing-impaired.	Mrs. Moscato 103 NN-664	2039 NN-664
TECH BEAT	A capsule newsletter of science and technology news briefs from NIST written for general audiences; published every other month.	Ms. Joy Mrs. Shepherd Admin-A903	4403 4858 Admin-A903
TECHNICAL CALENDAR	News of talks, seminars, staff and professional meetings of a technical nature. Distributed each Friday and posted on the web. URL is http://nvl.nist.gov . Divisions and individuals are encouraged to suggest items for inclusion. Submit to sharon.mingo@nist.gov Deadline-Noon on Wednesday. For extra copies, call Mailroom, 3326. Ref: Admin Manual 4.01 Administrative Calendar* is attached to Technicalcalendar distributed within NIST. * http://nvl.nist.gov/pub/nistpubs/calendars	Mrs. Mingo 250 NN-131 Ms. Roberson 322 TB415-118	3570 NN-125 sharon.mingo@nist.gov 4074 TB415-118 gwenda.roberson@nistgov

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
TECHNOLOGY AT A GLANCE	A bulletin for industry managers that describes NIST research results, funding programs, and manufacturing extension and technology services. http://www-i.nist.gov/public_affairs/news.htm (NIST homepage under News)	Mrs. Porter 346 Admin-A922	3392 Admin-A903
TELEPHONE -Conference -Directories -Facilities -Federal Calling Card -Long Distance -Foreign Calls -Trouble and Repairs	During regular working hours, dial Operator ("O"). Out-of-Hours: See FTS Guide. For copies of or information on Institute and Commerce. Send memo from Administrative Officer to Printing & Duplicating, Admin-B36, to be put on distribution list. Boulder Lab. Send memo. Forward form NIST-1221 requesting the service or installation. Authorized personnel to use FTS only. Follow policies in Communications (telephone) Directory. Consult Commercial Telephone Directory for International Direct Distance Dial. Local and FTS troubles, Rolmphone data troubles.	Operator 885 Admin-B03 Mailroom 353 Admin-B40 Telecommunications 887 Admin-B03 Telecommunications 887 Admin-B03 Mrs. Brewer 887 Admin-B03 Telephone Repair 887 Admin-B03	Dial "O" Admin-B03 3322 Admin-B40 3333 Admin-B03 3333 Admin-B03 3397 Admin-B03 2100 Admin-B03
TELEVISION	TV camera, monitor, and recorder, as well as technical services, are available from Conference Facilities Office, with advance notice only. Ref: Admin Manual 2.12	Mr. Halmat 353 Admin-B114	3316 Admin-B114
TESTING & CALIBRATION	See Calibrations.		

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
THEFTS (Reporting)	See Physical Security.		
TOURS/VISITS	<p>For consultation on visits to NIST by professional level groups, or schools by advance arrangement.</p> <p>General tours for visitors to NIST are conducted most Thursdays from 9:30 a.m. to 11:00 a.m. Reservations are necessary.</p> <p>VIP tours: for visit by Policy Makers & Senior Executives from Gov't. or Industry.</p>	<p>Ms. Hauber 346 Admin-A915</p> <p>Ms. Hauber 346 Admin-A915</p> <p>Mrs. Torrence 346 Admin-A919</p>	<p>3585 Admin-A903</p> <p>3585 Admin-A903</p> <p>2774 Admin-A903</p>
TOWEL SERVICE	See Laundry.		
TRADE ASSOCIATION LIAISON	Serves as overall liaison with trade and professional association, including lists of key contacts and regular communications.	Mr. Winger 346 Admin-A820	4034 Admin-A903
TRADE SHOWS AND EXPOSITIONS	See exhibits.	Mr. Meininger 346 Admin-A927	2761 Admin-A903
TRANSFER OF -Property	See Property, Transfers.		
TRANSLATIONS	NIST Research Library Center provides translation service, liaison.	ReferenceInformation Desk 250 Admin-E106	3052 Admin-E106
TRANSPORTATION -Meetings -On-grounds Radio -Off-grounds	<p>Also See Garage.</p> <p>For Groups meeting at Gaithersburg Facility. Bus (up to 44 passengers) transportation charter vehicle rate to be paid by Division concerned. ADVANCE notice required. Call Transportation Services.</p> <p>Door-to-door shuttle service for official business on Gaithersburg grounds. Call Receptionist in Administration Building Lobby.</p> <p>Shuttle Service for Passenger and Mail Service between Department of Commerce and NIST Gaithersburg.</p>	<p>Mr. Lyles 353 Serv-103</p> <p>Receptionist 353 Admin-Lobby</p> <p>353 Serv-103</p>	<p>5922 Serv-103</p> <p>3315 Admin-Lobby</p> <p>5922 Serv-103</p>

SERVICES	DESCRIPTION AND INFORMATION	CONTACT & LOCATION	EXTENSION, MAIL & EMAIL ADDRESSES
VENDING MACHINES	<p>For service call:</p> <ol style="list-style-type: none"> 1. Canteen 2. Coca Cola Company Machines. <p>For refunds and complaints.</p> <p>For Bldgs. 101, 220, 221, 222, 223, and 820</p> <p>Liaison</p>	<p>Mrs. Palmer 353</p> <p>Mrs. Kemp 353</p> <p>Mrs. Carscadden 353 Admin-A215</p>	<p>772-2424 762-9160</p> <p>73312</p> <p>Admin-Bldg</p> <p>3318 Chem/Admin Bldgs.</p> <p>3301</p> <p>Admin-A215 susan.carscadden@nist.gov</p>
VENETIAN BLINDS & DRAPES -Cleaning -Repairs	<p>Performed periodically on GSA schedule.</p> <p>Call Plant Division for repairs, replacement of cords, etc.</p>	<p>Janitorial Services 353 Shops-107</p> <p>Plant Services 351 S&P-A132</p>	<p>3331</p> <p>Shops-107</p> <p>6928</p> <p>S&P-A132</p>
VIDEOTAPE PRODUCTION	See Audio-Visual.		
VISITORS -International -Out-of-Hours	<p>(Office of International and Academic Affairs) See International.</p> <p>Ref: Admin Manual 15.06, Appendix A</p> <p>See Security Office.</p>	<p>Ms. Brooks 109 Admin-A505</p>	<p>3071</p> <p>Admin-A505</p>
VISITS	See Security Office.		
VISUAL ARTS	General information call Visual Art's front desk. A Form NIST-789 "Request for Visual Arts Services" is needed for all in-house work.	<p>Mrs. Appleby 353 Admin-B24</p>	<p>2648</p> <p>Admin-B24</p>

